

TOOL 7

CAPABILITY ASSESSMENT

Email template – Instigation by teacher

Dear *employer/provider/president/COM/team leader*,

I am pleased to notify you that I believe I meet the eligibility requirements under VECTEA clause 50.3 or EEEA clause 54.13 to progress from Level 2.5 to Level 3.1.

Please take this email as notice that I would like to commence the capability assessment process and if successful, translate to level 3.1 on [insert date], with my new incremental anniversary date becoming [insert date] annually.

Details of the Agreement can be found at the Fair Work Commission website <www.fwc.gov.au>.

Please confirm that you have received my notification in writing along with a proposed date and time for an initial conversation so we can commence the capability assessment process.

Many thanks

Kind regards

Insert name



EARLY
LEARNING
ASSOCIATION
AUSTRALIA



State
Government

Education
and Training